



## LOSS OF ENROLLMENT PRIORITY & BOARD OF GOVERNOR'S (BOG) FEE WAIVER APPEAL FORM

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

### INSTRUCTIONS:

- Complete this form and bring it with you to the counseling department (attach a separate sheet, if needed).
  - If you are a CalWORKs, EOPS, ACCESS, or Veteran student you may meet with the appropriate program Counselor.
- Attach all required supporting documents to this appeal form.
  - If selecting Special Consideration for CalWORKs, EOPS, ACCESS, Veterans or **Untimely Accommodations**, provide documentation from the program.
- Submit this completed appeal packet to the Counseling Department

### APPEAL DEADLINES:

Appeals must be submitted before the end of the fiscal year

### APPEAL PROCESS:

Appeals are reviewed on a case-by-case basis and prioritized by the date received. You will be notified by e-mail of the outcome. Circumstances below marked with an \* may take up to 2 weeks to review.

Petition Term/Year: ☐ Fall ☐ Spring ☐ Summer 20\_\_

Petitioning Loss Of: ☐ Enrollment Priority & BOGW → **Complete Section 1**  
☐ Enrollment Priority Only → **Complete Section 2**  
☐ BOGW Only → **Complete Section 3**

### Section 1. Enrollment Priority & BOGW Appeal Reasons – Check all that apply.

- ☐ **Academic and/or Progress Improvement.** Students who lose priority enrollment due to academic or progress disqualification must demonstrate significant academic improvement to appeal the loss of priority registration status by achieving no less than the minimum grade point average 2.0 and program standard of more than 50% unit completion for a term.
- ☐ **Untimely Accommodation.** Approval is based on verified evidence of a student with disabilities who applied for but didn't receive accommodation in a timely manner. To be considered, the student must provide documentation, which supports the claim, statements from counselor, professor, professionals on letterhead stationery, etc.
- ☐ **Extenuating Circumstances.** Approval is based on verified evidence of circumstances beyond the student's control, such as a death in the family, accident, serious illness, eviction, etc. To be considered, the student must provide documentation, which may include such items as medical documents, death certificates, newspaper articles, funeral programs, statements from professionals on letterhead stationery, etc. **Explain the circumstances in the space on the following page.**

### Section 2. Only Enrollment Priority Appeal Reasons – Check all that apply.

- ☐ **Final Semester.** Approval will be based on your SEP completed by the academic counselor.
- ☐ **Enrollment in a High Unit Major or Program.** Approval requires the student to have declared a program of study in a major that is identified as a "High Unit Major" for purposes of enrollment priority. Reinstatement will result in the registration appointment being adjust to level 2 priority with continuing students who have completed 76-90 degree applicable (including in-progress units) VCCCD units.

Major/Program: \_\_\_\_\_

Estimated Graduation Date: \_\_\_\_\_



☐ **No Enrollment for Two Primary Terms.** Approval requires you were not enrolled within the VCCCD for two consecutive primary terms (fall/spring) since becoming ineligible for the BOGW.

☐ **\*Special Consideration for CalWORKs, EOPS, ACCESS, and Veterans.** Explain the circumstances in the space below and obtain and provide documentation from one of the above programs indicating current level of participation and services provided.

☐ **\*Inability to Obtain Essential Support Services.** You must provide documentation, such as: cancelled appointment notices, emails, text messages, and statements from professionals on letterhead. Explain the circumstances in the space below and obtain **documentation** from the appropriate support services department.

☐ **\*Economic Situation.** Approval requires verified evidence of an economic situation such as: job loss, eviction, and homelessness, etc. To be considered, you must provide documentation, which may include: eviction notice, layoff/termination notice, unemployment statements, etc. ***Explain the circumstances below.***

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly aged or off-white appearance.

Submitting this appeal form does not guarantee approval. Appeal approval for BOGW/Enrollment Priority loss will not reinstate other financial aid programs (Pell Grant, Direct Loans, etc.) A separate appeal will need to be submitted to the Financial Aid Office and reviewed for financial aid eligibility. You certify the information contained in this appeal form, supporting documentation, and statements of circumstances are accurate and complete to the best of your knowledge and any false information will be cause for denial.

Date: \_\_\_\_\_

☐ Needs Committee Review

Date: \_\_\_\_\_

FAO Notification Date: